

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 15-01

OPEN TO: Current Employees of the Mission, US Citizen Eligible Family Members, Eligible Family Members (EFMs), and Members of Household – All Agencies
All interested candidates

POSITION: **M E D I C A L O F F I C E R**

OPENING DATE: January 5, 2015

CLOSING DATE: February 4, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: **FULL PERFORMANCE LEVEL**

*Ordinarily Resident: Position Grade: LES-12

(LES-12/step1 HRK 348,728 annual gross salary)

*EFM/MOH/NOR: Position Grade: FP-03 to be confirmed by Washington

TRAINEE LEVEL

*Ordinarily Resident: Position Grade: LES-11

(LES-11/step1 HRK 317,339 annual gross salary)

*EFM/MOH/NOR: Position Grade: FP-04 to be confirmed by Washington

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy Zagreb is seeking an individual for the position of Medical Officer in the Management Section.

BASIC FUNCTION OF POSITION

Provides outpatient primary care medical services at the Embassy Medical Unit to patients covered under the DoS Medical Program (over 100 USDH employees and their family members). Sees 140 LE Staff employees upon occasion of injury on the job, referring any who become ill at work to their private physicians. Works without close technical supervision and has full responsibility for planning and administering the health program at post, including at-post hospitalizations and medical evacuations. Serves as consulting and on-call physician for high-level VIP visits. During the absence of the RMO will provide medical supervision of the Medical Unit staff and be available for after-hours medical consultation and referrals.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. Must hold M.D. University Degree with specialization in either Pediatrics or Family Medicine. Must be able to write prescriptions for common medicines and controlled drugs.
2. Minimum three years of clinical experience in their primary care specialty with at least 50% of the provider's time involved in direct patient care during the last two years.

3. Must be fluent (speaking/reading/writing) (level IV) in English and Croatian, with the ability to present medical findings in a clear and concise manner to medical and non-medical personnel.
4. Must be aware of or willing to learn U.S. Occupational Safety and Health Administration regulations (OSHA) standards. Should be aware of OSHA regulations and practices in line with U.S. standards. Must have a knowledge of medical resources and facilities in Croatia.
5. Must possess a high degree of integrity, decisiveness and fairness in order to equitably apply the regulations and policies of the medical program to all eligible persons.
6. Must have thorough knowledge of the MS Word and MS Outlook.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY

Interested candidates for this position **must submit both Resume and DS-174 Application form** for consideration:

1. **Universal Application for Employment (UAE)** as a Locally Employed Staff or Family Member (**DS-174**); the form is posted on Embassy's internet (<http://zagreb.usembassy.gov>) and intranet site; and
2. A current resume or curriculum vitae.

Candidates who do not submit both Resume and DS-174 form will be considered not qualified.

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Failure to follow these instructions will result in an incomplete application.

E-mail APPLICATION TO zagrebjobs@state.gov

If you don't have access to e-mail, fax or mail to:
American Embassy Zagreb – HRO (Medical Officer)
T. Jefferson 2, 10010 Zagreb
Fax no: +385-1-661-2371

For hiring policy and definitions please refer to Management Notice No 08-074 - Standard Requirements for All Local Positions at the Mission, dated July 23, 2008.

CLOSING DATE FOR THIS POSITION: February 4, 2015

An Equal Opportunity Employer

The US Mission in Croatia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.